



Contact Us

We have some new employees and new e-mail addresses!

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THE AUDITOR'S A/P BULLETIN

TRAINING!!!

We will be having our training sessions for all agencies on January 30, 2007, 8:00^{AM} to 4:00^{PM}, in the IGCS Auditorium. Please let us know what subjects you would like covered. A/P contact information is on the back page, please call or e-mail Lottie or Wendy. More information to come!!!!

In This Issue:

- **Direct Deposit**
- **W-9 & W-8**
- **EFT Notification**
- **Vendor File**
- **Training**
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- **1099 Code**

HAVE YOU VISITED OUR WEB PAGE or PORTAL?

The Auditor of State's web site is a valuable resource for information. Visit www.in.gov/auditor/ for the web page. You can access several forms along with financial reports, and other handy tools.

<http://aud/> will connect you to our portal, the "New and improved way to access the State financial system". This is an excellent tool for payment searches, forms, training/education, 1099 information and several other helpful tools.

Payment searches can be launched by selecting "Accounting, Application, Vendor History, and then Enter". You can search payments as far back as 2000 and as recent current as "last day's business". All other accounts payable information will be found by selecting "Accounts Payable".

Be sure to visit both web sites and explore them; there may tools there that can help you do the job more efficiently.

Direct Deposit is the Law

- Indiana Code 4-13-2-14.8 requires that all payments to vendors be made via direct deposit.
- The Automated Direct Deposit Authorization Agreement can be found on the Auditor's website.
- The Department of Administration has included the form with every bid award.
- The Department of Administration has included language in all contracts stating vendors must be paid via direct deposit.
- Direct Deposits should be sent to the Auditor's office with a W-9 on all new vendors.
- If the vendor is in VINQ, send the Direct Deposit to the Auditor's office to the attention of Jessica Gillum.

Direct Deposit is a safe and easy way to deposit money into a checking or savings account. When an electronic deposit is made into an account, you do not have to worry about a lost or stolen check.

Direct Deposit saves you and the State of Indiana time and money. A paper check could take a Vendor a week to receive by mail and the check still needs to make it to the bank from there. With direct deposit, money is in the bank within 2 days of payment processing in the Auditor's office.

If the payment is a result of an encumbered P.O. in the Auditor's office, we send out the notification just as we did the warrant. If the notification is a result of a claim voucher payment, the EFT notification is sent to the agency. Just like a warrant, the agency needs to forward the notification **to the vendor** with proper backup paperwork to apply the payment within 24 hours.

NOTES OF INTEREST

- Requests to change a vendor's record on our file should be in writing. *(Remember, the Auditor of State's office maintains the official vendor file.)*
- EFT notifications and check stubs are not for your agency records and should always be mailed to the vendor. You are allowed to make a copy for your files; but should send the original to the vendor. We often will get calls from vendors who did not receive adequate information in order to post a payment to the proper account.
- When a vendor invoice is required, we will accept a duplicate or faxed copy, provided it is on the vendor's letterhead and there is an approved agency signature.
- It is the responsibility of your agency personnel to verify that the vendor name and number submitted on documents for payment matches the information maintained on the Auditor of State's system.
- 24-hour Specials need to be Pre-Approved by Lottie Hooyer or Wendy Armstrong. There should be few since we attempt a 24-48 hour turn around with correct information submitted for processing payments.
- Use most recent and correct versions of State forms. Visit our website @ www.in.gov/auditor/.
- Make sure you are on our contact list by sending Lottie or Wendy your full name, agency name, phone number and e-mail address.

ENCOMPASS AND THE AUDITOR'S OFFICE

The Auditor's office is preparing itself to convert from our present financial system to Encompass. This will happen within the next year or so. We have been involved in "Fit Gap" meetings as you all have at one time or another.

Yes, the Auditor's office will own the vendor file once we are fully on Encompass. This is the wish of IDOA and they will be involved with the work flow to accommodate all agencies with their procurement needs as well as the payment needs of the Auditor of State.

As we approach this project, we are learning to be patient and exercising a willingness to accept new business process for payments. Here are a few things to think about for all of us to be successful.

Get over your fear. I believe most of you have already done so when converting to PS financials and e-Pro.

Take baby steps. Remember your big picture goal and work towards this step by step.

Keep Notes. How many of you keep a note pad on steps to process work and notes from supervisors, on work policies and procedures in your agency? I have so many notes, that I have binders full of information to be effective in my job.

Stay motivated and don't give up. Achieving a goal requires small actions (baby steps) over a long period. At times, learning can be frustrating. Think of the end of the road; what **YOU** can accomplish for yourself, your agency and the State as a whole.

Wendy Armstrong
Accounts Payable Director

1099 CODING

Many agencies are having a difficult time choosing the correct 1099 code for their payments. The following is a simple guide to get you on track.

First, look at the **TYPE** of payment you are making, do not worry about who you are paying, the Auditor's system will make adjustments at year-end. It is very important that every payment has the correct 1099 code on it.

- **Non –Reportable (NO)**

NO should be used for the purchase of goods, utilities, membership dues, registrations, subscriptions, gas, computer support, maintenance agreements, tax exempt assistance, and distributions to government entities.

- **Rent (RE)**

RE should be used for all real estate rentals unless you are paying a real estate company in which case you would use NO. **RE** should also be used for machinery and equipment rentals.

- **Non-Employee Compensation (NC)**

NC should be used for **all** Services! This includes personal services, the use of a hotel/conference room, airline tickets, transportation, parking fees, employee testing, and **printing**.

- **Medical & Healthcare (MH)**

MH should be used for medical treatment only.

- **Other Income Payments (PA)**

PA should be used for prizes & winnings, grants, some settlement payments paid to claimants, stipends, honorariums.

- **Gross Proceeds Paid to Attorneys (SP)**

SP should be used for settlement payments made to an attorney.